

**National Film Archive of India
Ministry of Information and Broadcasting
Law College Road, Pune- 411004**

Date: 7.11.2016

Subject: Quotations for Engaging Agency for printing and production of publicity material for NFAI for International Film Festival of India 2016, Goa. (20th to 30th November 2016)

Quotations are invited from reputed Agencies for Social Media work at Goa during International Film Festival 2016 in sealed envelope super scribed as “**Tender for Engaging Agency for printing and production of publicity material for NFAI for International Film Festival of India 2016, Goa**” addressed to **Officer on Special Duty, NFHM, National Film Archive of India, Law College Road, Pune-411004** by 3.30pm on or before 15th November 2016. Phone Number- 020-25671569.

Pre-qualification Criteria.

Sl. No	Criteria	Supporting Documents
1.	The organization / agency / proprietor should be registered as per the relevant Act (Companies Act or Partnership Act or Sole Proprietorship, LLP or any other relevant Act) in India	1. Copy of Certificate of Incorporation or equivalent. 2. PAN No 3. CST/VAT/TIN/Regn.
2.	The organization / agency / proprietor should have a minimum 3 Years of experience in relevant work.	Work order / completion certificate for the works carried out.
3.	Reputed registered firms/agencies having average annual turnover of not less than Rs. 5 (Five) Lakhs each per year for last three financial years.	Copy of the audited profit and loss account along with audited balance sheet of the company showing turnover of the company for last three years; Income Tax returns for last three years .Copy of the audited Profit and Loss Statement.
4.	The organization / agency / proprietor should not be blacklisted by any State Govt. or Central Govt. department / organization as on date of submission of this tender.	Self-certification by the organization / agency / proprietor on its letter head

Technical Criteria:

1. The sample designs, 3D mockups, proofs, dummies, would be submitted that would be a part of the proposal. The bidder with best designs & dummies would be eligible for opening of financial proposal.
2. The delivery date of the above material for approval shall be 17th November 2016.

Scope of work:

Sr. No.	Item of work	Quantity	Cost Criteria
1.	Coasters (6 Qty) with Various 6 designs with Acrylic plane stand	200	One set of 6 coaster
2.	Booklet – 4 pages 4 colour printing, 170 GSM all pages	500	Per page
3.	Designing of posters of various Size (6.0*1.5ft, 5.50*1.10ft, 30*20 inches, 18*12 inches)	As per requirement	Per poster
4.	Printing of posters (6.0*1.5ft, 5.50*1.10ft, 30*20 inches, 18*12 inches)	As per requirement	Per poster
5	Greeting cards (6*4 inch) Single side 4 colour	500	Per greeting card
6.	Book mark (15*4cm) Both side, 4 colour	500	Per book mark
7.	Coffee Mugs	500	Per mug

1. The bidder should have in-house facilities for composing on page maker, corel or adobe illustrator and all press work including the entire designing work including text and cover. Printer having facilities for execution of offset printing through computer to plate (CTP) on 4 colour machine and perfect binding system under one roof.
2. All proofs duly corrected by the printer up to final proof, made up dummies, layout etc should be made available to NFAI for approval.
3. The printing press shall be responsible for ensuring delivery of final printed material within 4 days from approval.
4. The material shall be provided by NFAI for the above jobs.
5. Bidder should quote their rates inclusive of all the taxes.

6. The complete bid shall be submitted/dropped in the tender box placed at NFAI.
7. The EMD for Rs. 10,000 in favour of “Administrative Officer, NFAI payable at Pune shall be submitted along with the tender.
8. Performance Bank Guarantee (PBG) for Rs. 25,000 in favour of “Administrative Officer, NFAI payable at Pune shall be submitted by the successful bidder.
9. The Tender submitted without prescribed earnest money will be summarily rejected. The rejected bids will become the property of NFAI.
10. The bidders registered with NSIC or similar Organisations are exempted to pay the EMD.
11. Bids must be submitted by due date and the time only. Bids received after the time and date fixed for receipt of bid is liable to be rejected.
- 12. No advance payment will be paid to the agency.**
- 13. The validity of the contract of the successful bidder may be extended at the discretion of competent authority at NFAI**
14. Final payment shall be paid after satisfactory completion of the job in all respect.
15. Deduction at source for TDS or any other tax applicable shall be made as per law.
16. The bids containing Pre-Qualification Criteria (Cover I), Technical Criteria (Cover II) and Financial Bid Proforma (Cover III) should be enclosed in one bigger cover with super scribed as “**Tender for Engaging Agency for printing and production of publicity material for NFAI for International Film Festival of India 2016, Goa**” should reach **before the due date.**
17. The competent authority reserves the right to alter, modify or cancel the tender document without assigning any reason whatsoever.

(D.K. Sharma)
Administrative Officer
020-25659379

Financial Bid Proforma

Sr. No.	Item of work	Quantity	Cost Criteria	Rate In Rs.
1.	Coasters (6 Qty) with Various 6 designs with Acrylic plane stand	200	One set of 6 coaster	
2.	Booklet – 4 pages 4 colour printing, 170 GSM all pages	500	Per page	
3.	Designing of posters of Size	As per requirement	Per poster	
4.	Printing of posters	As per requirement	Per poster	
5	Greeting cards (6*4 inch) Single side 4 colour	500	Per greeting card	
6.	Book mark (15*4cm) Both side, 4 colour		Per Book mark	
7.	Coffee Mugs	500	Per mug	

Stamp of the bidder

Name of the Bidder

Address

Date: